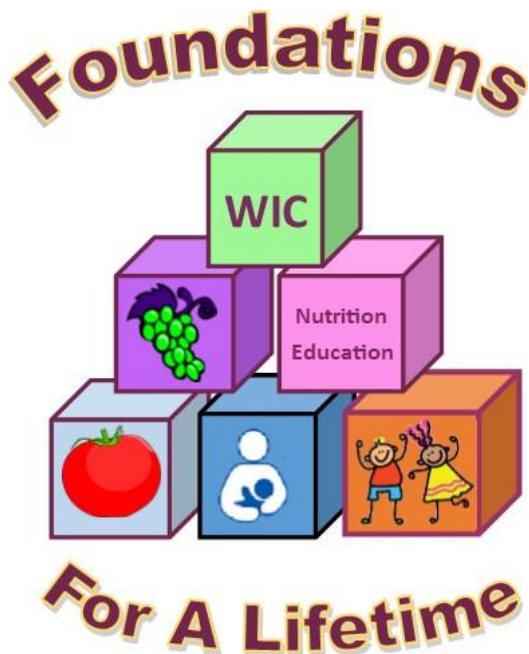


Registration Information - Kansas TRAIN ID# 1062244
2016 Kansas WIC Conference – Foundations for a Lifetime – March 29-30, 2016



Websites:

Kansas TRAIN <http://ks.train.org> (Use to register, can print payment form) Course ID 1062244

Kansas WIC website Training page

http://www.kansaswic.org/local_agencies/training.html

(Registration information, draft agenda, tips for using Kansas TRAIN, and payment form)

Important Dates:

March 7 – Last day to reserve sleeping rooms in the block.

March 21 – Preferred registration deadline

March 21 - Last day for cancellation with a refund.

Questions: Contact Patrice Thomsen about problems with registration, late payment, cancellations, special accommodations or other questions. (785) 296-1189 or pthomsen@kdheks.gov

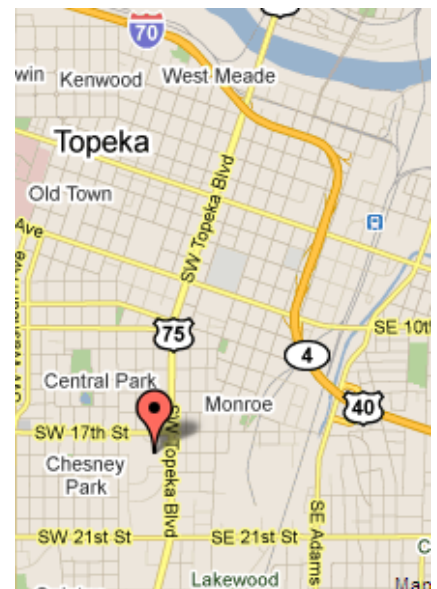
In summary, the WIC Coordinator or designee:

1. Reviews the draft agenda and finalize plans for staff to attend.
2. Makes reservations with the hotel for sleeping rooms.
3. Works with staff to individually register for the conference on Kansas TRAIN, ID 1062244.
4. Prints the payment form off Kansas TRAIN or Training page of the Kansas WIC website and processes payment.

Kansas WIC policy requires that at least one representative from each Local Agency and clinic site must attend the Kansas WIC Conference. However we hope that more than one staff member per clinic attends. The 2016 Kansas WIC Conference draft agenda is also on the Training page of the Kansas WIC website.

Location: The 2016 Kansas WIC Conference is March 29-30, 2016 in Topeka at the Maner Conference Center for sessions and Capitol Plaza Hotel for lodging), 1717 SW Topeka Blvd, Topeka, KS 66612. Maps and directions can be found on the last page of the draft agenda. Directions can also be found at the hotel website under "Location & Directions." <http://www.capitolplazahoteltopeka.com/>

Registration and fees: Every person will need to register individually on Kansas TRAIN using **TRAIN ID# 1062244**, but agencies will be able to process one payment. The agenda and tips for using Kansas TRAIN is also posted on the Training page of the Kansas WIC website. http://www.kansaswic.org/local_agencies/training.html



- **Registration deadline is March 21.** Late registrations are accepted, but we appreciate your cooperation with registering by the stated deadlines so that we can make more definite plans. Contact Patrice Thomsen for late registrations.
- **Registration fee is \$75 for WIC staff and \$125 for non-WIC staff.**
- **Instructions for payment may be found on the Payment Form**, available from the registration page of Kansas TRAIN or the Training page of the Kansas WIC website. http://www.kansaswic.org/local_agencies/training.html. **Payment is requested by March 29.** If payment is expected to be late, please notify Patrice Thomsen with expected payment date. Payment may be made by check or credit card as indicated on the Payment Form.
- **Cancellations received prior to March 21 will be refunded.** Cancellations received after March 21 will not be refunded and will be billed if not paid. Staff substitutions may be made at any time.

Lodging: Capitol Plaza Hotel, 1717 SW Topeka Blvd, Topeka, KS 66612. Telephone is 1-800-579-7937 or 785-431-7200. FAX is 785-235-0194. A block of lodging rooms has been reserved for Monday, March 28 and Tuesday, March 30 at these special rates: Single - \$89 + tax and Double - \$99 + tax. Current taxes total 16.15%.

- Note that the maximum WIC reimbursable lodging amount for one person is \$89 + tax, and \$178 + tax for two, etc. Remember that overnight lodging will only be reimbursed for WIC staff whose normal workplace is more than 30 miles away.
- The block of rooms will be held until **March 7, 2016**, after which any unreserved rooms will be released and made available for general use.

There are three choices in how to reserve sleeping rooms at the Capitol Plaza.

1. Direct links to Reservations (no group code required):
<https://bookings.ihotelier.com/bookings.jsp?groupID=1127277&hotelID=13576>
2. Book directly with the Capitol Plaza on their website or by calling the hotel. (***Please note two different codes depending on how the reservation is booked**):
 - a. Reservations can be made online at the Capitol Plaza website using www.capitolplazahoteltopeka.com. Click on "Reservations" and you will be redirected to reservations page. Select "Group Code" and enter code **NUTRITION16** for the discounted rate. Once the code is entered, you will be able to select the dates and book your reservation. OR,
 - b. Call the hotel directly at (800) 579-7937. (Please mention you are part of **Nutrition and WIC Services** or group code **NUTR**).

Reservations must be guaranteed with a major credit card or advanced payment. Check-in time is 3:00 PM and check-out time is 11:00 AM.

When reservations are made, the hotel will require a deposit equal to the room rate and tax for the first night for each Reservation. An individual's deposit is refundable to that individual only if

the Hotel receives notice of an individual's cancellation at least 24 hours prior to scheduled arrival (i.e. by 3:00 PM the day prior to arrival.) Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges for the length of the guest's stay, plus the Agreed use of the Hotel's ancillary services, and the hotel will require each guest's home/business address and e-mail address.

Timing and refreshment details:

- March 28: Registration available in Capitol Plaza Hotel foyer, 3:00-6:30 PM
- March 29: Registration and deluxe continental breakfast begin at 8:00 AM – Manor Conference Center foyer. Sessions begin at 9:00 AM & end at 4:45 PM. Refreshments during the day: Deluxe continental breakfast, morning beverage break, lunch, and afternoon snack.
- March 30: Hot buffet breakfast begins at 7:00 AM. Sessions begin at 8:00 AM and end by 2:30 PM. Refreshments during the day: Hot buffet breakfast, morning beverage break, and lunch.

Mothers' Room: A Mothers' Room will be available for nursing and pumping.

Continuing Education: Application will be made for 3.5 units on March 29 only for nurses and Kansas licensed dietitians.

Room Temperature:

We suggest that you dress in layers because meeting room temperatures may fluctuate.

Questions & Specific Requests: We will make every effort to accommodate participants. If you need any adaptations for disabilities, special diet, other special considerations, or have other questions about the meeting, contact Patrice Thomsen. pthomsen@kdheks.gov (785) 296-1189